EWS-YT-TOEIC-01 | Separate answer sheet

Workplace English: TOEIC Starter - Answers

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Models are examples. Accept other accurate answers where the task is open.

A. Complete the workplace sentences

1. complete

Please is followed by a base verb.

2. at

Use at with a clock time.

3. must

Use must + base verb.

B. Read the notice and choose

4. (b) the meeting room

The notice changes Room 2 to Room 4.

5. (c) Room 4

The notice gives Room 4 as the new location.

6. (a) a sales report

This is explicitly requested.

C. Read the email and respond

7. Thursday.

The email changes delivery from Tuesday to Thursday.

8. Because the supplier is waiting for a replacement part.

Accept equivalent wording.

9. Whether someone will be available to receive the printer.

The email asks about a person being available.

10. Model: Thank you; someone will be available to receive the printer on Thursday.

Accept another clear, polite confirmation.

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